



General Counsel

Class Code:
4951

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jul 17, 2013
Revision Date: Jul 19, 2013

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Under general direction of the Court Executive Officer, manages the overall operational activities of the Office of the General Counsel which includes the following functions: Alternative Dispute Resolution, Family Law Facilitator, Self-Help Services, JusticeCorps Services, and Legal Research; plans, organizes, coordinates, directs and reviews the courtwide program services falling under the purview of the Office of the General Counsel; assists in the implementation and evaluation of the Court's strategic plan, goals and objectives; hires, trains, supervises and evaluates management, supervisory, professional and line staff; and performs other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by an employees in this classification. However, an employees in this classification may perform other related duties at an equivalent level, and do not necessarily perform all of the listed duties.

1. Serves as a member of the Court Executive Team; assumes responsibility for one or more courtwide priorities and/or special projects that may fall outside of the scope of the General Counsel Office as directed by the Court Executive Officer; responds to inquiries and handles legal and special projects where established policies, procedures and standards are not available or are general in nature such that considerable discretion must be exercised with respect to actions taken.

2. Provides comprehensive legal advice to the Court Executive Officer and members of the Court Executive Team; serves in a lead capacity with respect to pending and potential litigation and addressing employee relations matters; participates in the collective bargaining process; reviews new legislation and California Rules of Court to identify impacts on the Court and develop implementation plans as needed; coordinates the request for comment process as related to proposed legislation and California Rules of Court; maintains and updates local Court rules under the direction of the Rules and Forms Committee (need to get correct title); responds to

public access requests for administrative records; and maintains panel of attorneys available for appointments under Family Code section 3150.

3. Oversees the Office of the General Counsel which includes Legal Research, Family Law Facilitator, Self-Help Center, Alternative Dispute Resolution, and Justice Corps staff and services. Manages implementation of legal programs to maximize service to judicial officers, justice partners and the public, as well as operational efficiency; manages the office in multiple court locations directly and through subordinate managers and/or supervisors; plans, organizes, directs and coordinates the office's day-to-day operations.

4. Meets regularly with staff and judicial officers to keep informed of and address operational and organizational performance; assists in the implementation of teamwork strategies to achieve organizational goals and objectives; manages the Office's supervisory, professional and line staff and related programs in a manner that best serves the public, the judiciary and justice partners while maximizing operational efficiency.

5. Selects, trains, develops, coaches, supervises, evaluates and disciplines employees directly or indirectly through management and supervisory staff; meets regularly with office managers and supervisors; ensures that office managers and supervisors meet regularly with their staff; participates in a 360 degree evaluation process that includes the development of annual performance plans and reviews, and ensures that reviews are completed for all office staff; may oversee implementation of the Office's workforce development program, including maintenance of training materials to stay current with legislation, Rules of Court, policies and procedures, and development of evaluation methods to assess progress towards achieving a highly competent workforce.

6. Coordinates with Division directors assigned to other operational areas; works with the Court Executive Team to effectively manage coordination across Court operational and administrative areas.

7. Identifies information technology-related initiatives designed to increase work quality and/or operational efficiency; and analyzes and evaluates the automated systems utilized by the Office of the General Counsel.

8. Participates in short and long-range planning, policy and procedure development and implementation; assists in budget preparation, administration and monitoring.

9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

(May meet one of two options)

Option I

Experience:

The equivalent of six years of full-time progressively responsible experience as a public sector attorney. Experience in administrative legal work in a court setting highly desirable.

Option II

Education:

Graduation from an accredited college or university with a Juris Doctorate.

And

Experience:

The equivalent of seven years of full-time progressively responsible experience as an attorney in the field of business, civil or criminal law in a court, legal or public sector setting. Experience in administrative legal work in a court setting highly desirable.

License:

Current membership in the California State Bar.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of administration, personnel, supervision and budget management; statutes, rules and regulations that govern the services and programs that fall under the Office of the General Counsel; laws, code of ethics and rules governing the operation of a court; legal terminology, forms and procedures; legal research methods and techniques; rules of evidence; conduct of proceedings in state trial and appellate courts and United States courts; judicial ethics, case management, processing and calendaring practices within the local judicial system; methods of leadership, communication and project management; problem solving and conflict resolution; workforce development; effective customer service practices; employee development, supervision, training, evaluation and discipline; judicial branch operations; relationship of court to various justice partners, other public and community agencies; internet and other technology tools.

Ability to plan, supervise and coordinate the work of others; identify, analyze and solve administrative and legal issues and problems; research statutes and case law; conduct independent research of legal issues; apply legal principles to case facts; prepare and present legal analyses and recommendations for judicial action, orally and in writing; confer with and advise judicial officers, attorneys, court management and support staff and the public on procedural and substantive legal issues; uphold judicial ethics; develop, implement and evaluate policies and procedures; direct, manage and/or coordinate various court-related programs; develop, implement and evaluate projects and programs to enhance the service to the public and/or support community outreach policies; maintain effective relationships with judicial officers, staff, attorneys, justice partners, including ancillary agencies; establish individual and

group expectations for performance and accountability; communicate both orally and in writing; utilize data to monitor trends and operational performance; review literature, codes, laws and records; prepare reports; implement and utilize technology tools to improve operational efficiency and effectiveness; effectively manage in a diverse work environment serving a multi-cultural community; organize and set work priorities, and meet deadlines; prepare concise reports and verbal recommendations on complex issues; and make formal verbal and written presentations.

Physical Demands:

Physical demands include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; and reaching for items above and below desk level. The job requires travel by car.

Working Conditions:

Video display terminal is used on a daily basis. Attend meetings, respond to emails, and engage in work as needed outside of normal business hours. May be required to travel as necessary.

FLSA Status:

Exempt

CLASSIFICATION HISTORY:

Date established: 7/17/2013